

**DOUGLAS COUNTY COMMISSIONERS
WORK SESSION
Monday, May 19, 2025**

A G E N D A

2:30 p.m.

Community Services Updates:

- DCCF Update
- P. S. Miller MOU - Grant Distribution
- Older Adults Initiative Funding

Agenda Item

Date: May 19, 2025
To: Douglas County Board of County Commissioners
Through: Douglas J. DeBord, County Manager
From: Jennifer Eby

Subject: Douglas County Community Foundation (DCCF) Update

A representative of DCCF will provide an update to the Board.

Agenda Item

Date: May 19, 2025

To: Douglas County Board of County Commissioners

Through: Douglas J. DeBord, County Manager

From: Jennifer L. Eby, AICP, Director of Community Services

CC: Kim Smith, Community Programs Coordinator
Allison E. Cutting, Community Services Supervisor
Rand M. Clark, CCAP, NCRT, Assistant Director of Community Service

Subject: **2025 Philip S. Miller Grant Discussion**

SUMMARY

Douglas County Community Foundation (DCCF) requests direction from the Board of County Commissioners (BCC) to proceed with the 2025 Philip S. Miller (PSM) grant process. The items for discussion include: the Memorandum of Understanding (MOU) between Douglas County and DCCF; the division of the 2025 PSM grant amount of \$260,000; review of the PSM grant application process; and proposed funding structure from DCCF for operating expenses.

BACKGROUND

The Board of County Commissioners approved an MOU between Douglas County and DCCF in 2022. The purpose of the MOU is to establish guidelines and oversight of the grant program. The MOU transferred administration of the PSM grant to DCCF for a three-year period, which ends August 2025.

PSM trust distributions are intended for charitable, scientific, literary or education purposes. Historically, the BCC has prioritized applicants offering services and outcomes that promote self-sufficiency, support at-risk youth, prevent suicide, assist older adults, and fill gaps in medical and mental health services.

During a work session last year, the BCC raised several points for consideration on the PSM application and evaluation tool. In response, staff collaborated with DCCF to revise the grant application based on the BCC's input.

DISCUSSION

As the current MOU is set to expire in August of this year, the BCC has the option to reassess the terms of the agreement, including the three-year timeframe. Alternatively, the BCC may choose to establish a different duration or incorporate an auto-renewal clause.

The PSM trust distribution for 2025 is \$260,000. In preparation for the 2025 grant process, staff and DCCF are requesting BCC direction on how the 2025 PSM funds should be divided for DCCF, older adults and the competitive grants. Following precedent, the grant would be divided as follows:

- \$65,000 to DCCF
- \$90,000 for the older adult application process
- \$105,000 for the competitive grant application process

A six-year distribution of grant funds is attached for additional detail on past distributions.

Attached is the revised application and evaluation tool that DCCF plans to utilize for the 2025 distribution. Staff is prepared to review these documents with the BCC and incorporate any additional comments or edits prior to finalization.

Kirsten Swanson, Executive Director with DCCF, would like to propose a revised funding structure for DCCF operations for the BCC's consideration.

Staff is prepared to discuss these items in more detail, as needed.

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**MEMORANDUM OF UNDERSTANDING
BETWEEN DOUGLAS COUNTY AND
DOUGLAS COUNTY COMMUNITY FOUNDATION**

WHEREAS, the Douglas County Board of County Commissioners and Douglas County Community Foundation have a mutual goal of enhancing the quality of life in Douglas County;

WHEREAS, the Philip S. Miller Grant Program is the legacy of Douglas County businessman and philanthropist Philip Simon Miller and his wife, Jessie. In 1980, the Millers, having no children, established the Philip S. Miller Charitable Trust and named nine beneficiaries to receive an annual cash distribution from income generated by the trust upon their deaths;

WHEREAS, Philip S. Miller named Douglas County as a beneficiary of trust distributions, to be used exclusively for charitable, scientific, literary or educational purposes;

WHEREAS, Douglas County has determined that partnering with Douglas County Community Foundation to utilize its distribution from the Philip S. Miller Charitable Trust for nonprofit grant funding will effectually strengthen local nonprofit organizations; and

WHEREAS, this **THIS MEMORANDUM OF UNDERSTANDING** is made and entered into this 23rd day of August, 2022, by and between the **BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, STATE OF COLORADO**, and **DOUGLAS COUNTY COMMUNITY FOUNDATION**.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises herein contained, the Parties agree as follows:

The Douglas County Board of County Commissioners (“BOCC”) and Douglas County Community Foundation (“DCCF”) agree that increased philanthropy in Douglas County will enhance the lives of Douglas County residents. To this end:

The BOCC will contribute 100% of the adopted budget for the Philip S. Miller Charitable Trust distributions received on an annual basis to DCCF commencing within the third quarter of fiscal year 2022 to fund the Philip S. Miller Grant Program. Any other provision of this Memorandum of Understanding (“MOU”) notwithstanding and pursuant to Section 29-1-110, C.R.S., the amount of Grant Funds appropriated for this MOU will be determined annually within the third quarter for each grant cycle. In no event shall the County be liable for payment under this MOU for any amount in excess thereof. The term of this MOU shall run from the 23rd day of August, 2022 to the 23rd day of August, 2025. This MOU will automatically terminate at the end of the existing term. Any future extension of the original term is contingent upon annual funding being appropriated, budgeted, and otherwise made available for such purposes by the Philip S. Miller Charitable Trust and/or the BOCC. If the BOCC should decide, in adopting the budget for each subsequent year, not to provide funding to DCCF for the Philip S. Miller Grant Program, then the BOCC may withdraw from participation in this MOU by giving written notice thereof to DCCF.

The County is not under obligation to make any future apportionment or allocation to this MOU. Any potential expenditure for this MOU outside the stated term above is subject to future

annual appropriation of Grant Funds for any such proposed expenditure. Future funding decisions shall be made by the BOCC.

Any future contributions from Douglas County shall be subject to the limitation of appropriation stated above and will be reviewed and considered only if the funds requested are to be used in furtherance of the County's Objectives as defined below:

The nonprofit corporate purpose of DCCF is to encourage, strengthen, and facilitate philanthropic grants by serving as the organizational vehicle for a collection of permanent charitable trust funds established by local philanthropists. DCCF shall provide grant opportunities for local nonprofit entities through a competitive grant application process using a thorough review and scoring process. Priorities will be given to local nonprofit organizations proposing to provide services and outcomes that address self-sufficiency, at-risk youth, suicide prevention, senior programming, and gaps in medical and mental health services.

DCCF Board of Directors shall ensure that all funds used are consistent with the purposes of the contribution and this MOU. None of the funds will be used for DCCF's administrative costs. The contribution shall be deposited into a designated bank account held by DCCF until such time grant awards are distributed. Notwithstanding anything herein to the contrary, the funds shall at all times be held and administered in accordance with the provisions of the Internal Revenue Code ("IRC") and appropriate IRC regulations, as well as the Foundation's Articles of Incorporation and Bylaws ("Articles") as they now exist or may be hereafter amended.

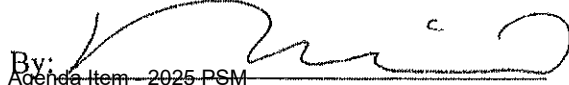
For the term of this MOU, DCCF will notify local nonprofit organizations when the Philip S. Miller Grant Program application process is open and will accept applications in the third quarter of each fiscal year. DCCF will accept, review, and score all applications received. In the fourth quarter of each fiscal year, DCCF will provide recommendations based on results of their review and scoring process to the BOCC for approval of grant recipients and award amounts by a majority vote. Approved award amounts will be provided in the form of a bank check by DCCF. The BOCC will distribute grant awards to recipients at the first Business Meeting in January of the following year.

For the term of this MOU, grant recipients may utilize Grant Funds throughout the grant year and will report the usage of Grant Funds once funding has been exhausted to DCCF. DCCF shall provide an update to the BOCC through an annual report to document the use of the prior year contribution due on March 31.

DCCF acknowledges that the BOCC's decisions concerning any advancement of Grant Funds, or reimbursement of any submittal or re-submittal are final, and cannot be challenged or appealed in court or otherwise. DCCF hereby waives, relinquishes, and forever releases any and all claims or actions for damages, injunctive relief, and any other relief of any kind whatsoever, that it has or may have now or in the future, against Douglas County, its BOCC, elected and appointed officials, employees and agents, to obtain advancement or reimbursement of Grant Funds and/or expenses related to this MOU's Objectives, or to obtain damages for the County's failure to advance or pay Grant Funds and/or expenses related to this MOU, or to seek any other relief that is inconsistent with this MOU.

The recitals to this MOU are incorporated herein by this reference.

DOUGLAS COUNTY COMMUNITY FOUNDATION

By: 
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**BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS**

Geo. P. Teal

Geo. P. Teal

Commissioner, District II

Kristin Randlett

Kristin Randlett

Clerk to the Board

DocuSigned by



APPROVED AS TO CONTENT:

Doug DeBord

Douglas J. DeBord
County Manager

Date: 8/23/2022

APPROVED AS TO LEGAL FORM:

Amy Edwards

Amy Edwards
Senior Assistant County Attorney

Date: 8/23/2022

**APPROVED AS TO FISCAL
CONTENT:**

Andrew Copland

Andrew Copland
Director of Finance

Date: 8/23/2022

Six Year PSM Grant Distribution

Category	ADMINISTERED BY DOUGLAS COUNTY			ADMINISTERED BY DCCF		
	2019	2020	2021	2022	2023	2024
Competitive Grant	\$100,000.00	\$100,000.00	\$95,000.00	\$57,000.00	\$110,000.00	\$67,500.00
Senior Programming Grant	\$100,000.00	\$90,000.00	\$90,000.00	\$77,500.00	\$100,000.00	\$67,500.00
Discretionary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DCCF	\$100,000.00	\$90,000.00	\$90,000.00	\$65,500.00	\$65,000.00	\$65,000.00
Total	\$300,000.00	\$280,000.00	\$275,000.00	\$200,000.00	\$275,000.00	\$200,000.00

* In 2022, DCCF funds were to market Colorado Gives Day. DCCF was awarded \$100,000 and spent around \$65,500. The remaining funds were awarded to senior organizations.

Senior Programming	ADMINISTERED BY DOUGLAS COUNTY			ADMINISTERED BY DCCF		
	2019	2020	2021	2022	2023	2024
Aging Resources of Douglas County	\$25,000.00	\$25,000.00	\$24,000.00	\$24,000.00	\$25,000.00	\$20,000.00
Castle Country Assisted Living ^	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00
Castle Rock Senior Activity Center	\$20,000.00	\$25,000.00	\$23,500.00	\$23,500.00	\$25,000.00	\$15,000.00
DC Senior Services Foundation	\$10,000.00	\$10,000.00				
Highlands Ranch Metro District	\$25,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00
Parker Senior Center	\$20,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$7,500.00
Totals	\$100,000.00	\$90,000.00	\$90,000.00	\$77,500.00	\$100,000.00	\$67,500.00

* DC Senior Services Foundation is no longer in existence.

^ In 2024, this organization was awarded funds as part of the competitive grant process instead of part of the senior programming grant.

Competitive Grant Agencies Awarded	ADMINISTERED BY DOUGLAS COUNTY			ADMINISTERED BY DCCF		
	2019	2020	2021	2022	2023	2024
Competitive Grant Agencies Awarded	23	24	19	19	24	15
Senior Programming Agencies Awarded	5	5	5	4	4	4
Discretionary Agencies Awarded	0	0	0	0	0	0
Total Agencies Awarded	28	29	24	23	28	19

Please fill out the Application Below

Douglas County is one of nine beneficiaries of the Philip S. Miller Charitable Trust and established the Philip S. Miller (PSM) grant program to administer funds received from the Trust. Grant funds support a broad array of services designed to enhance the quality of life of Douglas County residents. Applicants must be a 501(c)3 or 501(c)4 organization. Services must benefit Douglas County residents.

Is your organization a 501(c)(3) in good standing based in Douglas County, Colorado? *

Please check the box below if True.

Required

Are you a Senior community serving organization?

Please check the box below if True.

Are you a Faith based nonprofit?

Please check the box below if True.

Organization Name. *

Organization Address. *

Organization Website.

Contact Person's Name. *

Contact Person's Title. *

Contact Person's Email. *

Contact Person's Phone. *

Organization's Mission and Vision. *

0/2000

Briefly describe the services and programs your organization provides. *

0/2000

How many Full-Time employees does your organization have? *

How many Part-Time employees does your organization have? *


How many Volunteers does your organization have? *

How many individuals and/or families are served by your organization annually? *

How many Douglas County residents are served by your organization annually? *

Majority of services must be provided within Douglas County or to Douglas County residents.

Please submit your organization's Total Income and Expenses for 2024 and 2025. *



Choose a file to upload or drag and drop here

What percentage of your expenses in 2024 went to administrative purposes, salaries, and overhead costs? *

These can be grouped together.

Other than funding, what does your organization need to increase your success, expand services or serve additional clients? *


Describe any limitations related to your organization's capacity to serve residents

0/2000

What amount are you requesting? *

\$5,000, \$7,500, \$10,000. Please make sure the project/program description reflects the appropriate requested amount.

Please attach a budget for the program/project you are seeking funding for. *


[Choose a file to upload](#) or drag and drop here

Please give a brief description of the program/project this funding would support. *

Applicants may apply for a variety of programs/projects, but DCCF will weigh those that meet Board of County Commissioner priorities, which include providing services that support self-sufficiency, at-risk youth, suicide prevention, senior programming, and gaps in medical and mental health services.

0/2000

Please describe, in detail, how your organization would use these funds to positively impact the residents of Douglas County. *

0/2000

How will this program/project continue to be successful after funds are exhausted? *

0/2000

Please describe the individuals who will be served by your organization if you receive these funds. How will these funds will impact these individuals and the need for the funding? *

If it addresses a gap in services, how does the gap affect those served?

0/2000

Has your organization received a grant from PSM in the past? *

Leveraging Philip S. Miller funds is highly valued. Please identify any leveraged funds (grants, contributions, etc.) related to your program/project below. *


If you have applied for funds from another source, but not been awarded yet, please provide the amount you requested and include an "(NA)" for not awarded. If applicable, include any other grants from Douglas County. If our funding will be the sole source, please state.

0/2000

Are there any other details regarding your proposal you would like to include?

0/2000

Please attach the following: Most recent Board roster, IRS Tax Status Letter, and most recent W-9. *



[Choose a file to upload](#) or drag and drop here

Please provide any pertinent details related to the required attachments listed above.

0/2000

I affirm the information provided in this grant application is accurate and true, to the best of my knowledge. *

Please check the box below if True.

I have the authority to submit this grant application on behalf of the organization listed. *

Please check the box below if True.

Can your organization make a commitment to a post funding report submitted to DCCF regarding use of funds? *
If yes, please check the box below.

If funds are used differently than agreed, DCCF reserves the right to retract future funding. Please check the box below if True.

By providing my full name below, I affirm and acknowledge *
this application is being submitted within the guidelines of DCCF and my organization and this represents my signature.

Name

Draw signatureUse signature

Submit

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WEIGHTED

Scoring Matrix

DRAFT/EXAMPLE

CRITERIA		WEIGHTAGE	DCCF		SECOR		Help & Hope		Firefly	
			RATING	TOTAL	RATING	TOTAL	RATING	TOTAL	RATING	TOTAL
Funding Amount Requested		n/a	\$5,000		\$10,000		\$7,500		\$5,000	
Senior or General Grant		n/a	General		General		Senior		General	
SUFFICIENT INFORMATION	1-Missing info, 3-Minor info needed, 5-Completed	10%	5	10.00%	2	4.00%	3	6.00%	4	8.00%
ALIGNMENT WITH PRIORITIES	1-No, 3-Somewhat, 5-Yes	10%	5	10.00%	1	2.00%	2	4.00%	4	8.00%
STRONG FINANCIAL STABILITY	1-No, 3-Somewhat, 5-Yes	10%	4	8.00%	4	8.00%	2	4.00%	1	2.00%
PROGRAM/PROJECT CAPACITY	1-Not Staffed, 3-Somewhat Staffed, 5-Fully Staffed	5%	5	5.00%	1	1.00%	4	4.00%	3	3.00%
SERVES DOUGLAS COUNTY	1-No, 3-Somewhat, 5-Yes	15%	2	6.00%	3	9.00%	2	6.00%	4	12.00%
HIGH NEED AREA IN DOUGLAS COUNTY	1-Not Filling a GAP, 3-Kind of Filling a GAP, 5-Filling a GAP	5%	5	5.00%	4	4.00%	3	3.00%	2	2.00%
IMPACTFULNESS ON ORGANIZATION	1-Minor Impact, 3-Moderate Impact, 5-Substantial Impact	10%	5	10.00%	1	2.00%	3	6.00%	4	8.00%
IMPACTFULNESS ON DOUGLAS COUNTY	1-Minor Impact, 3-Moderate Impact, 5-Substantial Impact	15%	3	9.00%	4	12.00%	1	3.00%	2	6.00%
LEVERAGE/SUSTAINABILITY	1-Not Leveraged, 3-Moderately Leveraged, 5-Well Leveraged	15%	5	15.00%	3	9.00%	2	6.00%	4	12.00%
COMMITTED TO CHECK INS, DOUGLAS COUNTY SERVING, DISCRIMINATION CLAUSE	1-No to All, 3-Yes to Most, 5-Yes to All	5%	5	5.00%	2	2.00%	4	4.00%	3	3.00%
		max	TOTAL DCCF		TOTAL SECOR		TOTAL Help & Hope		TOTAL Firefly	
		100%	83.00%		53.00%		46.00%		64.00%	

Agenda Item

Date: May 19, 2025
To: Douglas County Board of County Commissioners
Through: Douglas J. DeBord, County Manager
From: Jennifer L. Eby, AICP, Director of Community Services
CC: Allison E. Cutting, Community Services Supervisor
Rand M. Clark, CCAP, NCRT, Assistant Director of Community Services
Subject: **2025 Older Adult Initiative Funding Recommendations**

SUMMARY

The Older Adult Initiative (OAI) received grant applications requesting funding for a variety of services to older adults, including transportation, housing, in-home services, and information and resources. Staff has evaluated the applications and is prepared to provide recommendations for funding to the Board of County Commissioners (BCC).

BACKGROUND

The OAI was launched in 2023 to create a collaborative, community-driven forum for identifying the challenges and opportunities facing older adults in Douglas County. Community events including town halls, listening tours, surveys, and roadshows encouraged dialog and resident contributions. The OAI executive committee reviewed and analyzed information gathered to develop targeted priorities and outcomes. The priorities identified are transportation, housing, in-home services, and resources and information.

DISCUSSION

The BCC allocated \$1.5 million dollars in calendar year 2025 to fund projects for the benefit of residents aged 60 years and older and their families. A Request for Proposals was issued to invite organizations to request funding for relevant projects and services. Seven organizations submitted a total of 18 project proposals, requesting \$2,069,370 in funding. Objective review criteria were applied to evaluate each proposal, focusing on alignment with OAI priority areas, County goals, impact, and sustainability of the project. The completeness and quality of the application, the organization's budget, project background, partnerships, and leveraging of resources were also considered. The OAI executive committee has reviewed the funding recommendations for BCC consideration.

NEXT STEPS

The list of the applicants, projects, amounts requested, evaluation score and the recommended awards is attached. Staff is prepared to discuss the proposed recommendations.

ATTACHMENTS

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2025 Older Adult Initiative Grant Recommendations.....2

Organization	Project	Recommended	Score	Priority Area
Douglas County Housing Partnership	Housing Navigator	\$ 92,710	157.3	Housing
Early Childhood Service Corps	Childcare Certification Training	\$ 40,774	157.3	Information and Resources
Douglas County Housing Partnership	Older Adult Housing Needs Assessment	\$ 30,000	155.7	Housing
Aging Resources of Douglas County	Older Adult Shuttle	\$ 159,249	150.7	Transportation
Aging Resources of Douglas County	Trips	\$ 131,000	150.7	Transportation
Aging Resources of Douglas County	Chore Services	\$ 16,000	146.7	In-Home Resources
Aging Resources of Douglas County	Call Center Telephone Software	\$ 45,000	139.7	Information and Resources
Aging Resources of Douglas County	Resource Guide	\$ 205,000	135.7	Information and Resources
Brothers Redevelopment	CAPABLE Accessibility Assistance	\$ 50,000	135.0	In-Home Resources
Aging Resources of Douglas County	Call Center Staff	\$ 55,978	130.7	Information and Resources
Aging Resources of Douglas County	Help At Home - Homemaker	\$ 34,448	121.7	In-Home Resources
Nourish Meals on Wheels	Meal Delivery	\$ 100,000	121.4	In-Home Resources
Castle Rock Senior Activity Center	Trips	\$ 189,000	121.1	Transportation
Castle Rock Senior Activity Center	Three Vehicles	\$ 180,000	118.2	Transportation
Castle Rock Senior Activity Center	Trip Routing Software	\$ 30,000	116.2	Transportation
Castle Rock Senior Activity Center	Connect & Care Calls	\$ 36,000	102.2	In-Home Resources
Aging Resources of Douglas County	Support Groups	\$ -	96.0	Information and Resources
Castle Rock Senior Activity Center	Fleet Maintenance	\$ -	76.8	Transportation
Castle Rock Senior Activity Center	Volunteer Recruitment	\$ -	75.8	Transportation
Castle Rock Senior Activity Center	Transportation Program Administration	\$ -	75.8	Transportation
Castle Rock Senior Activity Center	In-Home Program Administration	\$ -	73.8	In-Home Resources
Douglas County	Dougnad, Safety Projects	\$ 104,841		Dougnad and Safety Projects
	Total Recommended:	\$ 1,500,000		

Priority Area	Recommended	%
Transportation	\$ 689,249	46%
Information and Resources	\$ 346,752	23%
In-Home Resources	\$ 236,448	16%
Housing	\$ 122,710	8%
Dougnad and Safety Projects	\$ 104,841	7%
	\$ 1,500,000	100%